
STANDARD OPERATING PROCEDURE

Bomb Threats/Searches

SOP 7.3.6.1.1

Rev. 5/01

PURPOSE: TO PROVIDE GUIDELINES FOR THE PROTOCOL TO FOLLOW IN THE EVENT OF A BOMB THREAT OR SUSPICION OF ONE IN ORDER TO ENSURE THE SAFETY OF EMPLOYEES.

I. BOMB THREAT

- A. Employees receiving a bomb threat telephone call or discovering a bomb should immediately notify the INS Officer-in-Charge.
- B. If the threat is via telephone, take note of the time and date of the call; exact words of the caller; age and sex, if this can be determined; speech pattern, accent; background noises; and ask the following questions:
 - 1. When is the bomb going to explode?
 - 2. Where is the bomb right now?
 - 3. What kind of bomb is it?
 - 4. What does it look like?
 - 5. Why did you place the bomb?
 - 6. Where are you?
 - 7. What is your name?

Note: Keep the caller on the phone as long as possible; do not hang up the telephone. Check caller ID, is call from inside or outside?

II. MAIL BOMB

If an employee suspects they have received a mail bomb, they should:

- 1. Not handle the letter, envelope or package.
- 2. Notify the INS Officer-in-Charge.

III. SUSPICIOUS OBJECT

- A. If a suspicious object is discovered, assume it to be a bomb.

- 1. Do not touch the object.
- 2. Notify the INS Officer-in-Charge.
- 3. Evacuate the immediate area.

4. Attempt to find the owner of the object.
5. Await further instructions.

B. If a suspicious object is found:

1. Do not touch or disturb it in any manner.
2. Get a good description of the object's size, color, and markings.
3. Call the designated official for further instructions and clear the immediate area of all personnel.

IV. BOMB SEARCH

- A. An Occupant Search should be initiated immediately after the receipt of a threat. While the occupant search is progressing, search teams will search evacuation routes in order to assure safe passage of occupants from the building in case evacuation is necessary.
- B. Employees will be asked to search only their immediate work areas and should report their findings to the INS Officer-in-Charge. Explosives can be packaged in a variety of containers. Expect it to be camouflaged. The container may be a common article, such as a shoebox, grocery bag, athletic bag, suitcase, attache case, etc. When searching the immediate work area, look for the unusual or something that appears to be out of place. It is important that someone familiar with the area assist with the search in order to note something unusual or alien to the surroundings.